

**TUCSON POLICE DEPARTMENT**



# POLICE OFFICER RECRUIT APPLICANT PACKET

Applicant and Testing Information for Police Officer Recruit



*Please review this recruiting packet for important information on how to become a Police Officer with the Tucson Police Department.*

## **Tucson Police Department Human Resources Division**

### **An Equal Opportunity Employer (EEOC)**

270 South Stone Avenue

Tucson, AZ 85701-1917

For More Information:

(888) 923-6551 or

(520) 791-COPS (2677)

**[www.jointucsonpd.org](http://www.jointucsonpd.org)**

**PRIOR** to receiving an invitation to the written examination,

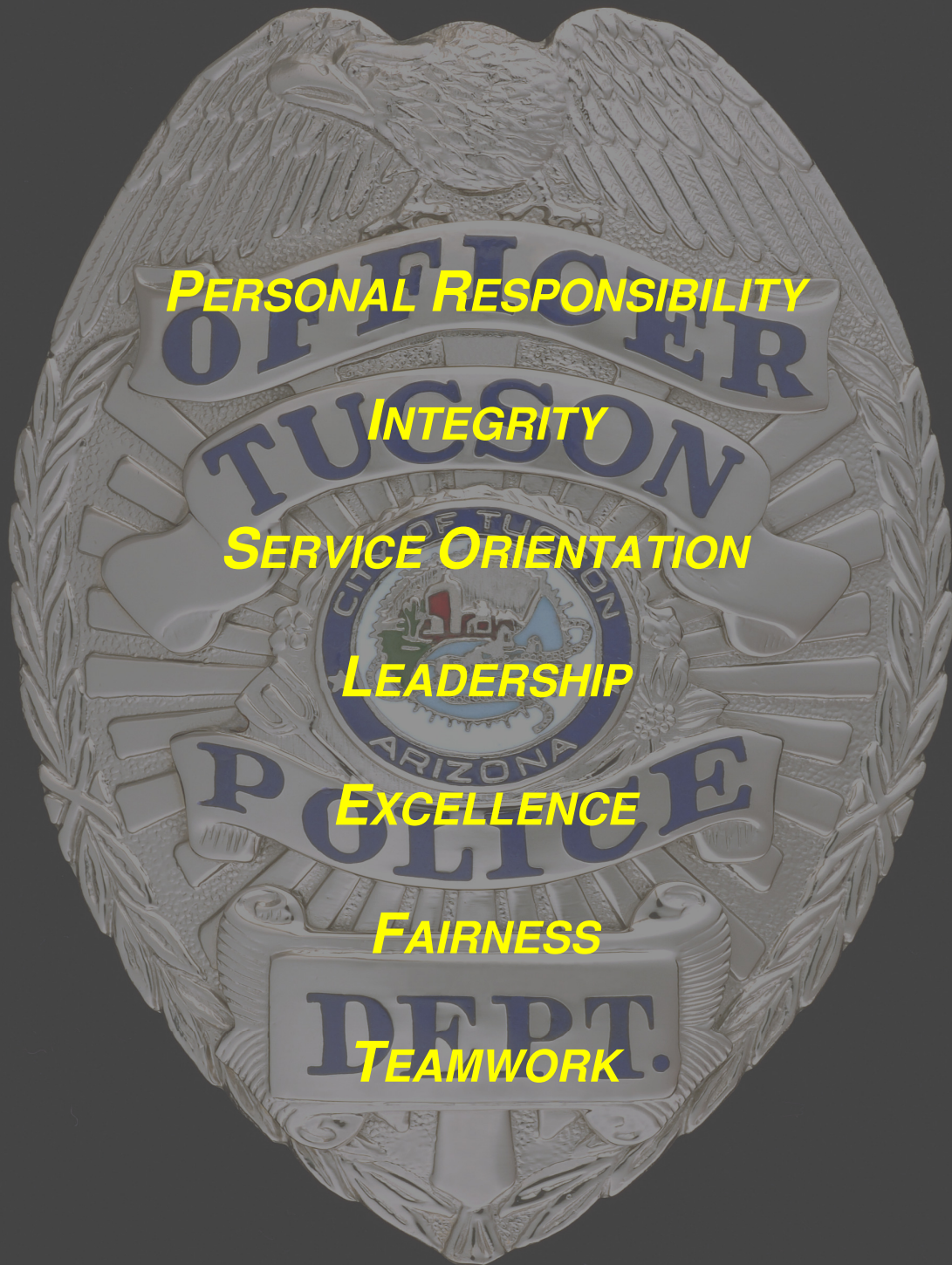
**YOU MUST** register and apply on-line at:

**[www.tucsonaz.gov/sigma/MainPage.aspx](http://www.tucsonaz.gov/sigma/MainPage.aspx)**

After registration and submission of your application, you will be required to fill out and submit a "Pre-screen Questionnaire" by following the instructions listed on the City of Tucson Human Resources job listing for the position of Police Officer Recruit.

Once you have passed the prescreen questionnaire, you may be invited to the next testing on the test date. You **must** bring your computer generated I.D. number, photo identification, and two sharpened #2 pencils to the testing. The computer generated I.D. number will be sent to your e-mail *after* the closing date.

# TUCSON POLICE DEPARTMENT VALUES



## **Tentative Testing Schedule For 2009**

<b>Test Date</b>	<b>Opens (Tentative)</b>	<b>Closes (Tentative)</b>
January 31, 2009 April 18, 2009	December 15, 2008 March 1, 2009	January 11, 2009 March 29, 2009

**Starting Salary**  
**\$45,510**

**Top Salary**  
**\$60,985**

*This salary information is based on standard rates of pay and does not include any extras you may earn including overtime, holiday pay or other benefits provided by the City.*

The Tucson Police Department offers a comprehensive package of benefits that begin upon appointment to the Southern Arizona Law Enforcement Training Center (SALETC). The basic academy is 17 weeks, full time, with paydays every two weeks. The Department supplies and replaces all uniforms, police equipment, weapon, and a digital pager. Once out of training, officers work a weekly schedule of four 10-hour days. In addition, sworn personnel are paid a \$420 uniform allowance, or \$620 plainclothes allowance, plus a \$640 safety equipment allowance annually.

As a Tucson Police Officer, after three years of service you can test for a large number of specialized assignments, many of which offer an additional 5% pay incentive. These include School Resource Officer, Helicopter Pilot, Canine Handler, Motorcycle Officer and Plainclothes Tactical Officer, in fact, we currently offer over 34 assignments in the officer rank alone.

Once you have been with the agency for three years you are eligible to take a competitive examination to become a Detective; after five years you can test to become a Sergeant, the first level of supervision. The opportunities to develop your interests and options will allow you to serve your community in a large number of positions – and the opportunities keep growing! The City offers a variety of medical and dental plans to meet the needs of employees. Dependent coverage includes same-sex domestic partner. The City pays for basic life insurance that is equal to your annual salary to the nearest thousand, to a maximum of \$50,000. A spouse and all dependents that are enrolled in the employee's medical insurance plan have coverage of \$5,000 each. The employee pays 25% of this premium.

## **Minimum Application Standards**

In order to become a Police Officer with the Tucson Police Department, you must meet the following minimum standards. These standards are established by the Arizona Peace Officers Standards and Training Board (AZPOST) and supplemented by additional standards of the Tucson Police Department.

- Must be 21 years of age by the completion of the basic academy (There is **NO** maximum age requirement).
- Must be a U.S. Citizen
- Must have a High School diploma or GED
- Shall not have been convicted of a felony or any offense that would be a felony if committed in Arizona.
- Must have passed a pre-employment medical examination that meets AZPOST standards.
- Shall not have been dishonorably discharged from the United States Armed Forces.
- Shall not have been previously denied certified AZPOST status, had certified AZPOST status revoked or have current certified AZPOST status under suspension.

### **Under AZPOST rules, the following are causes for denying certification to an applicant for Police Officer:**

- Willful falsification of information to obtain certified status.
- A physical or mental disability which substantially impairs the person's ability to perform the duties of a peace officer, and cannot be resolved through accommodation.
- Addiction to or unlawful use of narcotics or drugs.
- Commission of a felony, an offense, which would be a felony if committed in Arizona, or an offense involving dishonesty, unlawful sexual conduct or physical violence.

The Police Department also has standards you must meet for driving, criminal history and drug use. We also encourage education above the listed minimum as this standard may be raised in the future. If you have any questions about a possible eligibility question, please feel free to contact us for additional information. City of Tucson Civil Service rules require the rejection and disqualification of applicants who meet the following criteria among others:

### **During the preceding five (5) year period has been:**

- Discharged for cause from the City of Tucson
- Otherwise separated from the City and marked ineligible for reemployment
- Has made a false statement of material fact in the employment application.

- Has used or attempted to use political pressure or bribery to secure an advantage in the examination or in securing an appointment from an eligible list as a result of such examination.
- Has directly or indirectly obtained information regarding examinations to which an applicant was not entitled.
- Has failed to submit the employment application correctly or within the prescribed time limits.
- Is a member of, or is influenced in conduct by any organization, corporation, association or society which is proven to advocate or have for one of its purposes the overthrow or subversion of the Government of the United States of America.

## **Information for Currently Certified Police Officers**

### **• AZPOST Certified Officers**

From time to time the Department may test specifically for certified (lateral entry) police officer applicants from other Arizona agencies. Check our website for current information on whether or not such a test is coming up.

Even when we are not holding a special test process, currently certified Arizona officers are encouraged to apply through the regular testing process. If you are hired, you will generally proceed to the Post Basic Training academy. Depending on timing, you may be temporarily assigned to a non-enforcement position until you complete that training and move into the FTO Program.

### **• Peace Officers from Other States**

We welcome peace officers from other states to join our team at any testing process. Due to AZPOST rules, however, you will be required to attend a Basic Academy. The Testing and hiring process takes, on average a minimum of four months to complete. Upon successful completion of the Written Examination and Oral Board Interview, an applicant's name will be placed on a Civil Service Eligibility List. This list will be valid for up to six months from the date the list is established, unless the Department opts to extend its duration. The hiring process consists of the following elements, which are discussed in greater detail on the following page.

## **Information for out-of-state Applicants**

If you are an out of state candidate, please let our staff know in advance that you will be attending the testing. In many cases we are able to offer some accelerated testing components (such as fingerprinting, oral boards and polygraph examinations) in order to minimize your travel time and expenses. Plan on approximately two(2) trips to Tucson. You should, however, plan on spending several days in Tucson. The following section presents tentative schedules and explains the individual steps in the hiring process.

## **Hiring Steps for Police Officer Recruit:**

- On-line Registration/Application
- On-line Preliminary Screening Process
- Written Examination
- Physical Fitness Test
- Oral Board Interview
- Polygraph Examination
- Fingerprinting
- Background Investigation
- Psychological Assessment
- Medical Examination/Drug Screen

## **STEP1**

### **Written Examination**

**\*\*\*Prior to testing, YOU MUST register and apply on-line\*\*\***

The first step in the testing process will be a Civil Service Written Examination. The Written Examination is a general knowledge test that measures knowledge, skills and abilities which you could reasonably be expected to possess prior to employment as a Police Officer.

Remember to bring your photo identification, the computer generated I.D. received from your on-line application, and two sharpened #2 pencils with you. It is also important to be on time – late applicants are turned away and are not allowed to participate in the testing process. You should plan on spending several hours at the testing site. Generally applicants are released for a period of time, while examinations are scored. At an announced time all applicants are expected to return to the test site to receive their examination results – if you are successful, you will then be scheduled for an Oral Board Interview.

If claiming preference or inclusion credit, (i.e., DD-214/Native American/ADA) individuals must bring copy(s) of supporting documentation to the written test. No preference or inclusion credit will be given if documents are submitted at a later date!

## STEP 2

### Physical Fitness Evaluation

For the Police Officer Recruit (POR) testing process, the Tucson Police Department will be conducting a physical fitness test on all applicants. This portion on the process is based upon the Cooper's Institute Standards and is a pass/fail based upon the overall average of each event. You must score a 40% or greater on your average score to proceed through the process.

*Applicants will be tested in the following five (5) areas:*

- 1.) 1.5 mile run
- 2.) Sit-ups (continuous for 1 minute)
- 3.) Push-ups (continuous to exhaustion)
- 4.) 300 meter sprint
- 5.) Stress-based scenario

You should wear comfortable work out type clothes suitable for the weather that day. Bring your own water and anything else you might need. Plan to spend approximately four (4) hours at this test. While we attempt to conduct the physical fitness evaluation during the cooler part of the day, you must expect that it may be hot – come properly hydrated and fed so you do not feel undue physical effects of your evaluation.

**It is your responsibility to know your own physical condition. Individuals who are in a poor state of physical conditioning may have difficulty in this test phase. Your participation in this examination is at your own risk and the City of Tucson assumes no liability or responsibility for any injuries you may incur during this process.**

If you are not already doing so, you should consider beginning a physical fitness program as soon as possible. If you wait until the start of the Academy you may not be physically fit enough to succeed. Each Academy session sees new recruits quit or be discharged for falling too far behind in this regard. The Physical Fitness Evaluation is usually held the following day for those applicants who were successful on the Written Examination. This evaluation is usually held at the Southern Arizona Law Enforcement Training Center.

# STEP 3

## The Oral Board Interview

The Oral Board Interview will consist of commissioned personnel and/or some civilian employees of the Department. The interview will be comprised of a structured set of questions that are asked of all applicants, You must successfully pass this interview in order to continue in the hiring process.

The oral board interview is our first opportunity to interact with you as an individual. Therefore, it is recommended that you treat this interview accordingly. Plan on spending approximately one (1) hour for this process.

**You must bring copies of the following documents with you to the Oral Board Interview, together with your completed and notarized Applicant Questionnaire:**

- Proof Of Citizenship– Birth Certificate, US Naturalization Papers or US passport
- High school diploma or GED certificate (Transcripts also acceptable)
- DD214- with re-enlistment code for any military service
- Selective Service Registration Proof- for males between the ages of 18 and 26
- Social Security Card
- Drivers License
- Copy Of Your Five (5) Year Certified Driving History (**ARIZONA RESIDENTS ONLY**) this is available from the Arizona Motor Vehicle Department. It must have been issued to you within the past 30 days.
- Proof Of Automobile Insurance-For all vehicles you own
- All Marriage Licenses and Certificates/All Divorce Decrees
- Any Bankruptcy Documents/Papers
- College Degree(s)- and/or transcripts (does not have to be certified copy)
- Previous Law Enforcement- Any certificates (If Applicable)

## **STEP 4**

### **Background Investigation**

Upon successfully passing the Written Examination, candidates will be given the Tucson Police Department Applicant Questionnaire to complete PRIOR to their Oral Board Interview. The Applicant Questionnaire will not be returned to you, nor will you be given information on the specific findings of your background investigation or polygraph examination.

Depending on anticipated hiring needs, a number of successful applicants will then enter into the Background Investigation phase of the application process. This will entail a thorough screening and examination of your Applicant Questionnaire and all aspects of your life.

This is a lengthy document needed in order to conduct a thorough background investigation of each applicant. It is your responsibility to complete all sections of the Questionnaire and have it NOTARIZED prior to your Oral Board Interview. If you pass, you may be scheduled for a polygraph examination and fingerprinting as part of the Background Investigation Process.

It is critical that you be completely forthright in answering all questions on the Applicant Questionnaire. Failure to properly and thoroughly complete the Questionnaire, to follow the required instructions, or to provide sufficient detail or information will be grounds for your disqualification from any further consideration. The Questionnaire, its contents and any subsequent background information obtained as a result, are held in strict confidence by the Police Department.

Anyone listed in your Questionnaire may be contacted during the course of this investigation, including friends, relatives, former employers and credit services. As with the Questionnaire, you are required to fully cooperate with this process – failure to do so will be grounds for your disqualification from any further consideration. The background investigation, together with the results of the polygraph examination, are used to determine your suitability for employment by the Tucson Police Department.

## *An important message about truthfulness....*

One of the fundamental requirements of working in law enforcement is the ability of an individual to adhere to and demonstrate the highest legal and ethical standards. The Tucson Police Department has an unwavering stand on untruthfulness and dishonesty that requires the dismissal of any employee who engages in such misconduct. In addition, the state certifying agency, AZPOST, also operates with the same philosophy and will revoke the peace officer certification of police officers in Arizona who are untruthful or dishonest. This same standard applies in the hiring and selection process. Unfortunately, it is our experience that a number of applicants in each hiring process will fail due to such misconduct. If you are untruthful, dishonest, knowingly omit, falsify, conceal or obscure required information, or engage in any similar misconduct or deception during any part of the application and hiring process, you will be **PERMANENTLY DISQUALIFIED** from ever being employed by the Tucson Police Department in ANY capacity. Information regarding a candidate's disqualification is also shared with AZPOST and made available to other law enforcement agencies that request it.

We understand that the testing process can seem intimidating and for this reason we go out of our way to stress to all applicants the need to be completely open in all aspects of the process. The information you provide is held in the strictest confidence, even internally within the Police Department. If you have any doubt as to whether or not you should include information in response to a question, it is our recommendation that you err on the side of giving more information, not less.

### **Information for Native American Applicants:**

The Mayor and Council of the City of Tucson have adopted a Native American Employment Policy. If you are an enrolled member of a Native American Tribe or Nation and wish to take advantage of this program, **please bring documentation to the written test**. Eligibility must be established by presentation of Tribal Enrollment Documentation or Notice of Approval Letter from an officially designated Native American Tribe or Nation.

If you need more information about documentation or general information about the Native American Employment Program, please contact or visit the City's Human Resources Department, 255 W. Alameda, 3rd Floor, Tucson, AZ.

### **Eligibility to Re-apply**

If you fail the Written Examination or the Oral Board Interview, you may reapply with us at the next testing process. If you reapply, you will have to start over and take all portions of the testing again, even if you previously passed them.

If you are disqualified during the applicant process, you will not be informed of the reason. You will, however, be told whether or not the disqualification is permanent (in which case we will not accept an application from you for the position of Police Officer Recruit) or temporary (in which case you will be given a date after which you may reapply).